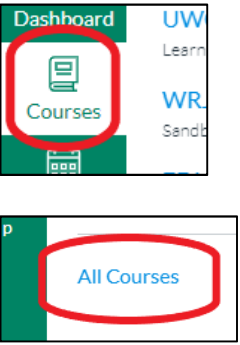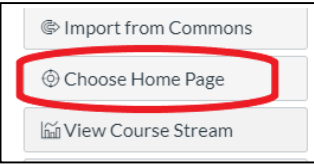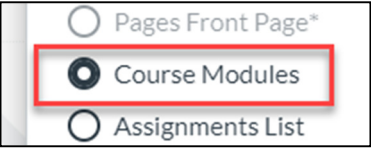# Canvas Basics

Having trouble with these tasks? Call the 24/7 Canvas Help Desk (833) 277-2150 for assistance.
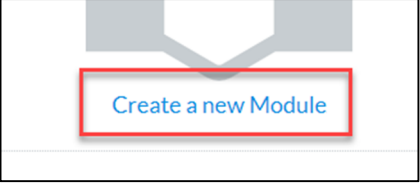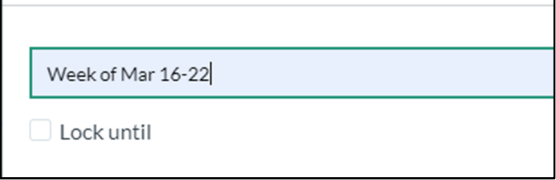
Getting to your course

1	Login in to Canvas at https://canvas.emich.edu	canvas.emich.edu
2	Click on **Courses** in the left-hand menu, then **All Courses** at the bottom of the list.	Dashboard Courses All Courses
3	Click on the course you want to edit.	★ ■ EMU 100 - Empty Course Shell (29999)
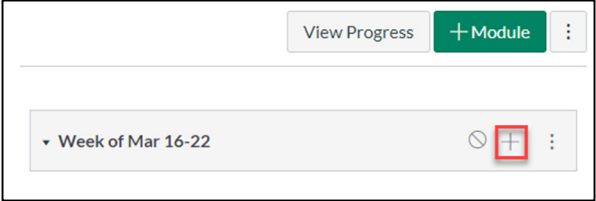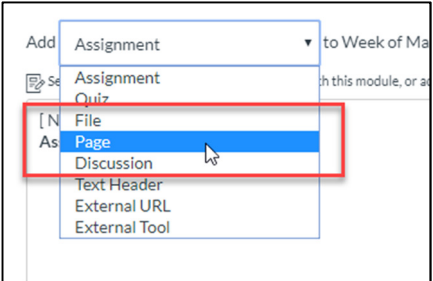
Set your Home Page to Modules

1	On the right-hand menu click **Choose Home Page**	Import from Commons Choose Home Page View Course Stream
2	Select **Course Modules**, and then **Save**.	○ Pages Front Page* ● Course Modules ○ Assignments List

Create a Module

1 In the middle of the screen click **Create a New Module**.	Create a new Module
2 Enter a module title and then click the **Add Module** button.	Week of Mar 16-22 ☐ Lock until
3 Click the green **Update Syllabus** button.	Cancel Update Syllabus

Create an Intro page

1 In your module window click on the **+** sign to add an item. You use the **+** to add all kinds of items to a module: pages, discussions, assignments,…	View Progress ＋Module ⋮ ▾ Week of Mar 16-22 ⊘ ＋ ⋮
2 In the dropdown menu click **Pages**.	Add Assignment ▾ to Week of Ma Assignment Quiz File Page Discussion Text Header External URL External Tool

3	Select **New Page** and enter a title below. Then click on the **Add Item** button in the lower right.	Add Page ▼ to Week of Mar 16-22 📄 Select the page you want to associate with this module, or add a new page by selecting "N **[New Page]** Now is the time
4	Click on the new page item in your module. When it opens, click **Edit** in the upper right-hand.	⠿ 📄 Module Intro , ✎ Edit ⋮
5	Enter your content and click the **Save and Publish** button at the bottom.	Module Intro B I U A ▼ A ▼ Iₓ ≡ ≡ ≡ ≡ ≡ x² ⊞▼ 🎞 🔗 ✂ 🖼 √x ▶ ⤵ ∨ ▶ ¶ ¶ 12 Welcome to our first online module for this course. Here are th • Monday (3/16) - Post a greeting in the Check-in Discussion • Tuesday (3/17) -
6	Everything in Canvas has to be Published in order for students to see it. Every module, document, discussion, assignment,.. Green checks mean an item is published. Click on the cross-circle to publish an item.	▣ ✅ ⋮ ▣ ✅ ⋮ **Publish** ▣ ⊘ ⋮

1	
To upload a file, click on the **+** in the module. Select **File** from the dropdown, click on **New File**, and the **Choose File** to find it on your computer. Click the **Add Item** button when you're done.	Add [File] ▼ to Week of Mar 16-22 📎 Select the file you want to associate with this module, or add a file by selecting "N [New File] File: [Choose File] 2017-campus-map.pdf Folder: [course files] ▼

Create a Q&A discussion forum

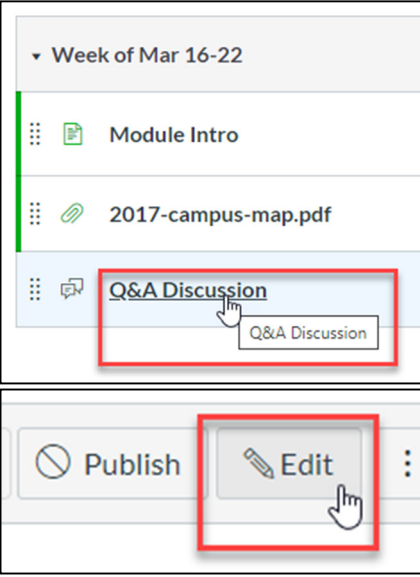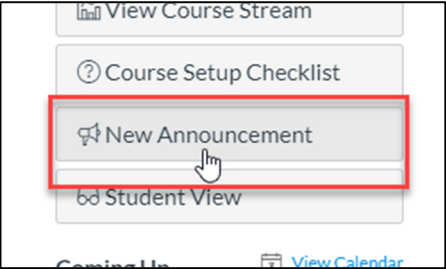| 1	
To upload a file, click on the **+** in the module. Select **Discussion** from the dropdown, click on **New Topic**. Enter the discussion name in the **Topic Name** window. Click the **Add Item** button when you're done.	Add [Discussion] ▼ to Week of Mar 1(💬 Select the topic you want to associate with this module, or add a topic b [New Topic] Topic Name: [Q&A Discussion] Indentation: [Don't Indent] ▼

2		
	Now you're back at the Module view. Click on the new discussion you created. Then inside the discussion click on the **Edit** button to add a prompt.	

3	At the top of the screen click **Edit**.

4	Type your greeting and instructions in the editing window.

5	Click the green **Update Syllabus** button.

Post an announcement

1		
	On the course **Home Page** click on the **New Announcement** button in the right-hand menu.	

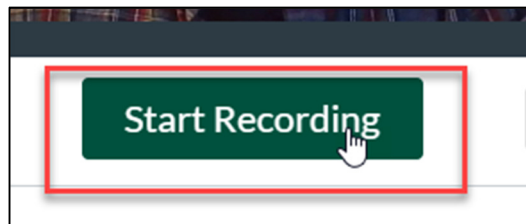| 2	
Enter an announcement title and a message in the body. Click **Save**.	Mar 16 - Welcome to the class B *I* U A ▾ A ▾ *I*ₓ ☰ ⊞▾ ▣ 🔗 ✂ 🖼 √x You Tube Hello everyone, We will...
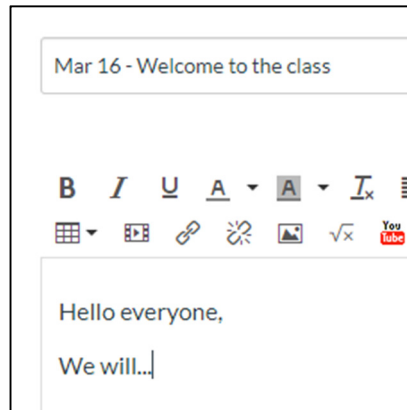
Record video in a document
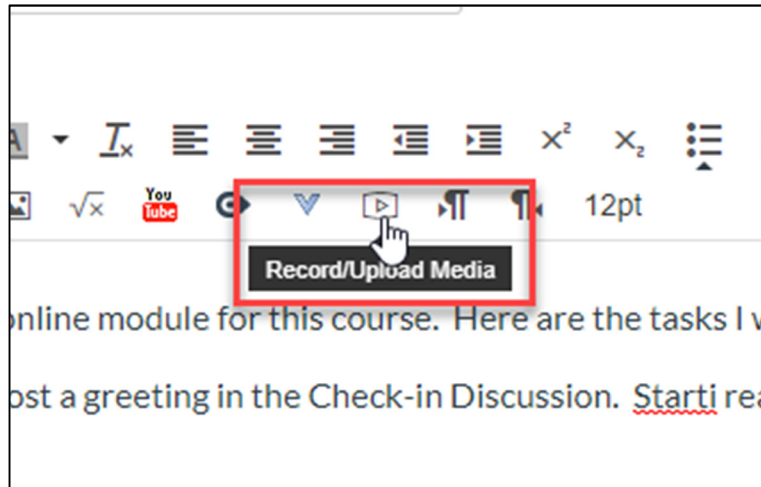
1	
Any item in Canvas can have a short video message you record with a webcam. Open the document for editing and click **Record icon** in the toolbar.	A ▾ *I*ₓ ☰ ☰ ☰ ☰ ☰ x² Xₐ ☰ 🖼 √x You Tube G V ▣ ¶T ¶ 12pt Record/Upload Media online module for this course. Here are the tasks I w ost a greeting in the Check-in Discussion. Starti rea
2	
Click **Start Recording** and then **Finish** when you're done.	**Start Recording**
3	
Click **Save** to enter in the document. These videos are embedded inside the document, not in your Module item list	:22: Save